NSCAD University OneWeb User Guide

PLEASE READ

YOU ARE REQUIRED TO RECEIVE TRAINING <u>FROM COMPUTER SERVICES</u> BEFORE USING THE ONEWEB CONTENT MANAGEMENT SYSTEM. THIS TRAINING SHOULD BE ARRANGED AT THE SAME TIME THAT YOU REQUEST TO HAVE A ONEWEB USER ACCOUNT CREATED FOR YOU. DO NOT SHARE YOUR ONEWEB ACCOUNT WITH OTHERS.

A WORD ABOUT WEB BROWSERS

IMPORTANT NOTE REGARDING BROWSERS AND ONEWEB:

ALL USERS: Use either Firefox or Internet Explorer to edit in OneWeb CMS6. No other browsers are fully supported with this version of the content management system.
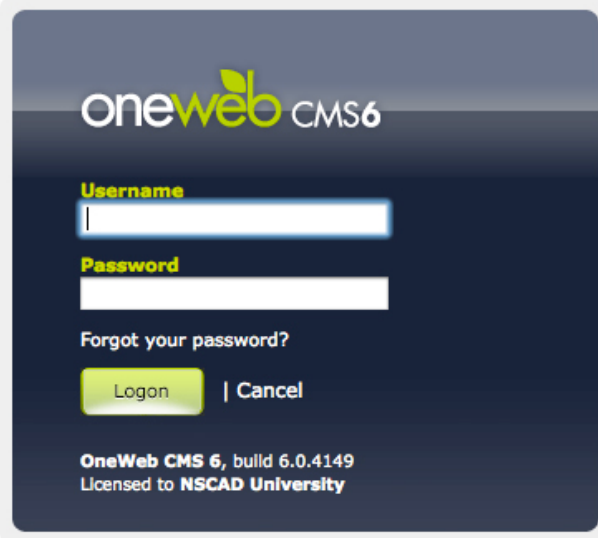
PC USERS: If you are working with a PC, use Internet Explorer (NOT Google Chrome!). This is by no means a matter of preference – it's just that OneWeb works better with Microsoft Internet Explorer. While Firefox is also compatible, there are still a number of known issues between OneWeb and this browser. If you have a choice, use Explorer.

MAC USERS: Mac users should use Firefox, NOT Safari.

Note: The Event Calendar application will not work with the latest versions of Internet Explorer and Firefox. If you experience consistent problems and use the Events Calendar frequently, Computer Services will have to install an old version of Firefox on your computer for you.

LOGGING ON

Go to any page of the NSCAD website. In the browser's address bar, add "?logon" after the existing url. For example, if you were on the homepage, the existing address would be http://nscad.ca/en/home/default.aspx. You would type the question mark and the word "logon" after the ".aspx" so that the new address would read http://nscad.ca/en/home/default.aspx?logon. Now just hit LOGON or ENTER and the following login window will appear:

Enter the user name and password that were assigned to you.

IMPORTANT: Your OneWeb account is for your use only. Do not allow anyone else to log into OneWeb using your name and password. If someone does not have a OneWeb account of their own, then they are not authorized to make changes to the website. If a new staff member requires a OneWeb account, contact Computer Services to have one set up for him or her and to arrange for training. Do not share your account in the meantime.

After you have logged on, the OneWeb menus will appear on your screen (the OneWeb logo and the menu bar right under it.) You will also be able to see the content block overlays, which are the borders surrounding blocks of content (text, images, etc.). They are dotted lines that become solid if you move your mouse over a specific block. You will be able to edit and change the content that appears within these overlays.
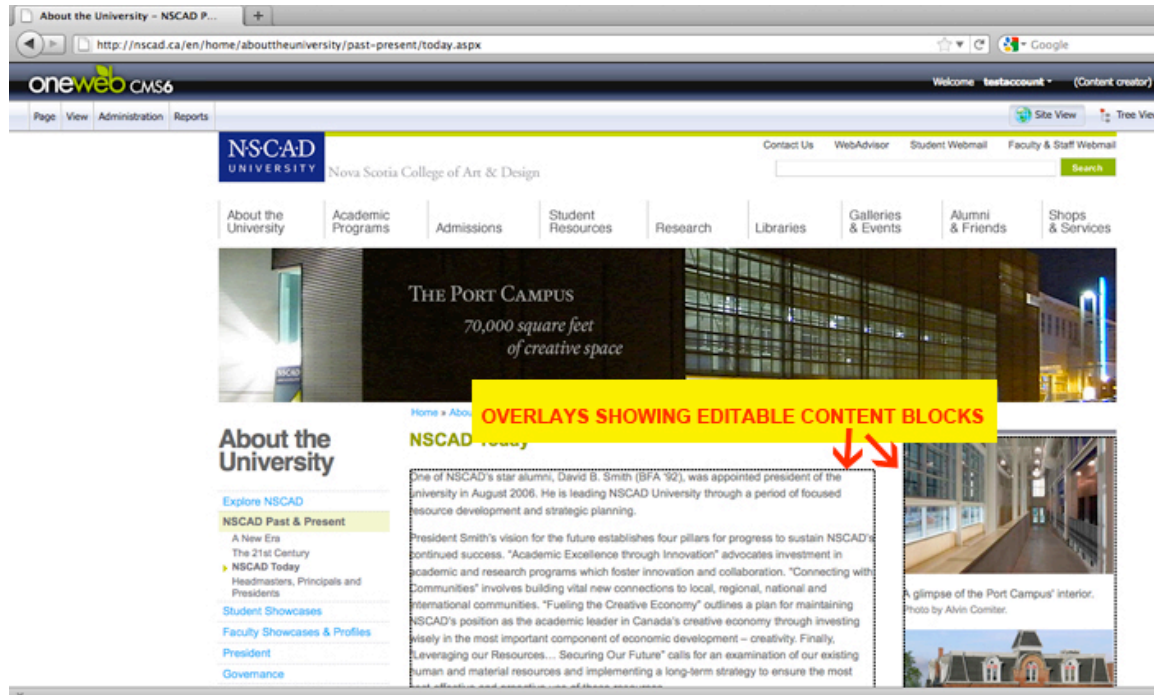

Other than the OneWeb menus and the overlays, the site will look just as it did before you logged on. You can also navigate the site in the usual manner, using the navigation menus and links. **However, to use a link that appears inside an overlay, you will have to temporarily disable the overlay**. To do this, just click on the "X" button at the top right-hand corner of the overlay's border:
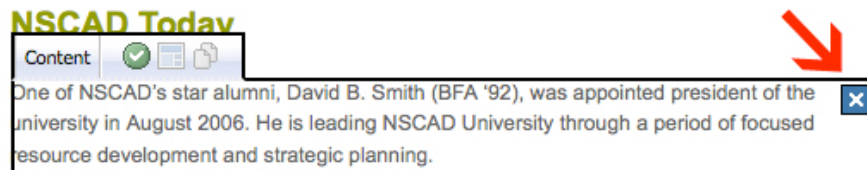
Or, you can control whether overlays appear on a page at all with the "disabled" option under the "View" menu, located on the menu bar under the OneWeb logo at the top of your screen. To restore the overlays, simply refresh the page, or go to "view">"overlays">"enabled".

CHANGE PASSWORD & LOG OFF

To log out of OneWeb or to change your OneWeb password, access the short dropdown menu directly under your user name over on the right side of the OneWeb menu bar and choose either "Logoff" or "Change Password".
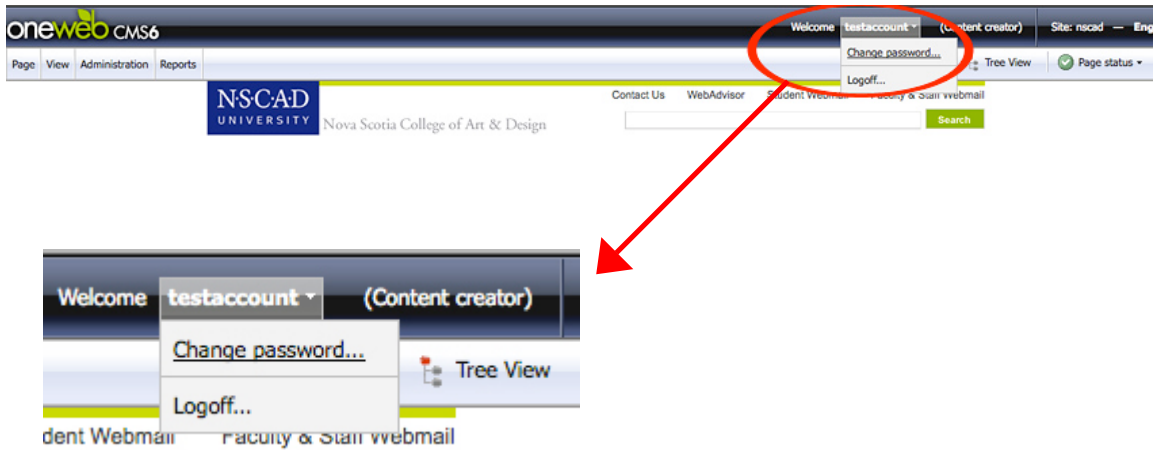
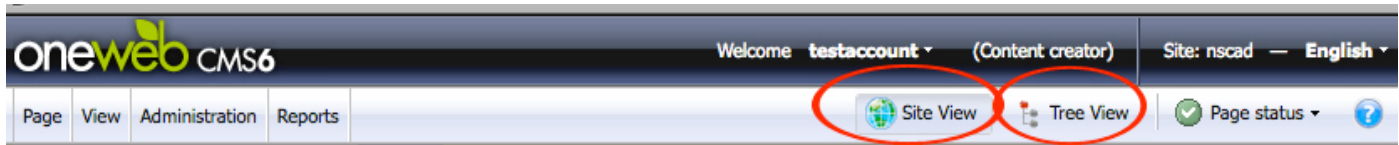Passwords must be at least six characters long and must contain both letters and numbers.

VIEW OPTIONS

Site View and Tree View

At the top right of the OneWeb menu bar, you will see two view options: "Site view" and "Tree view".


Site view is the regular "design view" of the NSCAD website that requires us to follow the same navigation paths that you would use to get from one page to another on the live site.

Tree view offers a faster way to navigate to a specific page. You can expand the file tree wherever you see a little "+" sign at the top left to view subpages under a site section and keep drilling down until you find the specific page that you want to jump to. To go to that page, just click on the ⬀ symbol.
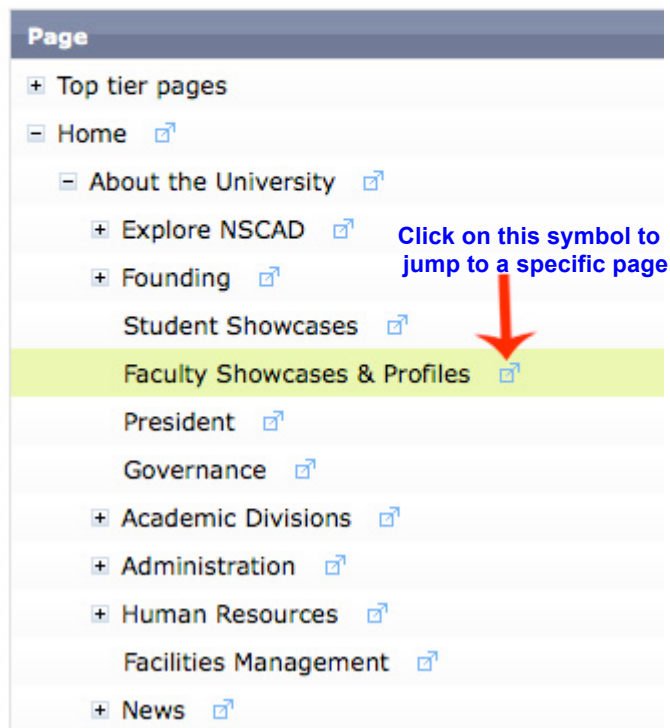
EDITING IN ONEWEB

> **IMPORTANT: You cannot copy and paste text directly from another application such as Microsoft Word, or from an email program, into OneWeb.** Extraneous code will be carried over if you do this, causing formatting problems and possible browser issues (even if everything looks fine to you while editing).
>
> All content should first be copied from the original document (i.e.Word) and pasted into Notepad (PC users) or TextEdit (Mac users). You can then copy the text from Notepad/TextEdit and paste that into OneWeb.
>
> Mac users can find TextEdit under "Applications". IMPORTANT: Make sure that you set the formatting in TextEdit to plain text. To do this, go up to "Format" on the TextEdit toolbar and select "Make Plain Text".
>
> PC users can find Notepad by going to their "Start" menu, choosing "All programs", and then "Applications" > "Notepad".

You will be able to edit content blocks by clicking on "Edit" on the overlay's Content Menu (move your mouse over the content block and the menu will appear on the top left-hand corner of the overlay).
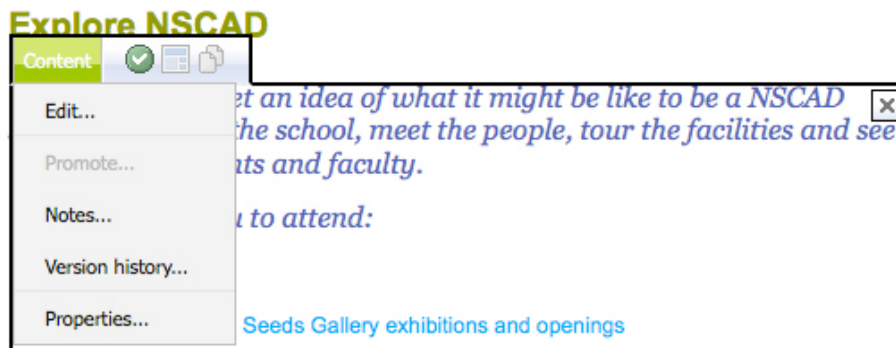
Clicking on "Edit…" will cause the page to refresh, and the block will go into editing mode, displaying three buttons at the top left-hand corner of its overlay: a toolbar icon, a "Save" button and a "Cancel" button.
You can now type and delete text in the editable block. Clicking on the toolbar icon will open the editing toolbar, which you can use for further formatting, such as bolding or italicizing text, adding tables, creating links, inserting images, etc..
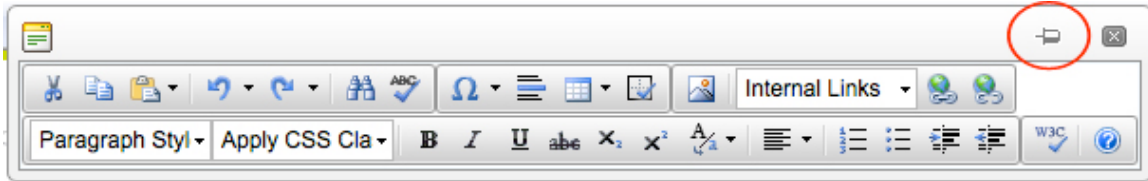
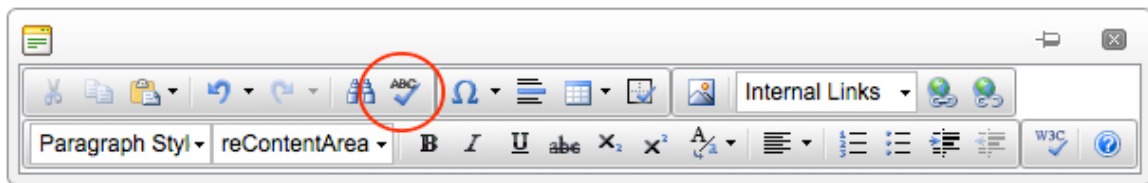To access the formatting toolbar, click on the " 🖼 " icon.
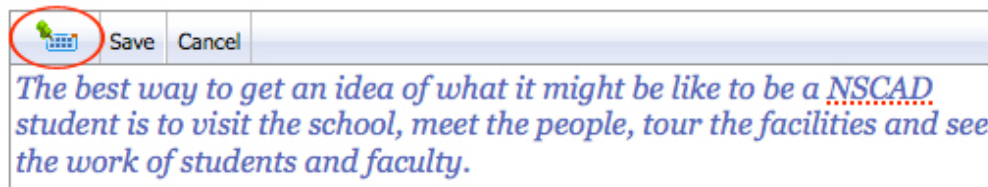
The Editing Toolbar

Some features of the toolbar include:

- The ability to pin it so that it follows you as you scroll down the page:

- Spell check function:

- Special characters:

Use these for accented letters and special symbols. If you are creating a manual bulleted list (rather than using the automatic function on the toolbar, which provides too much space between items for some people's liking), don't use a period for your bullet, use the bullet provided in the list of special characters (indicated here with the red arrow).
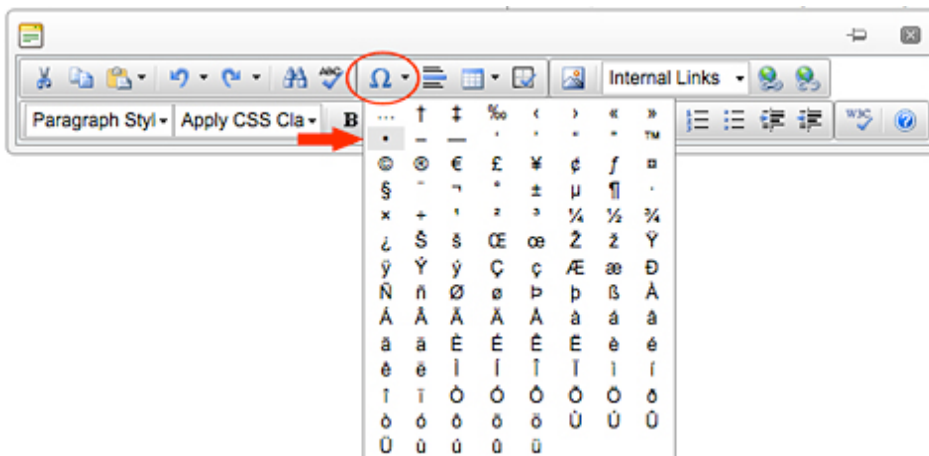
- External hyperlink manager.

Use the external hyperlink tool to link content to another website or to an email address. It can also be used to place "anchor links" on a page (i.e."Back to top" links on pages with long lists), but this function can be a bit uncooperative. If you require an anchor link and this function isn't working for you, contact Computer Services for assistance.

NOTE: in nearly all cases, you should set the "Target" to <u>New Window</u>. This will keep the NSCAD site open on the visitor's computer while opening the linked site in a separate browser window. We don't want visitors navigating away from our website prematurely.
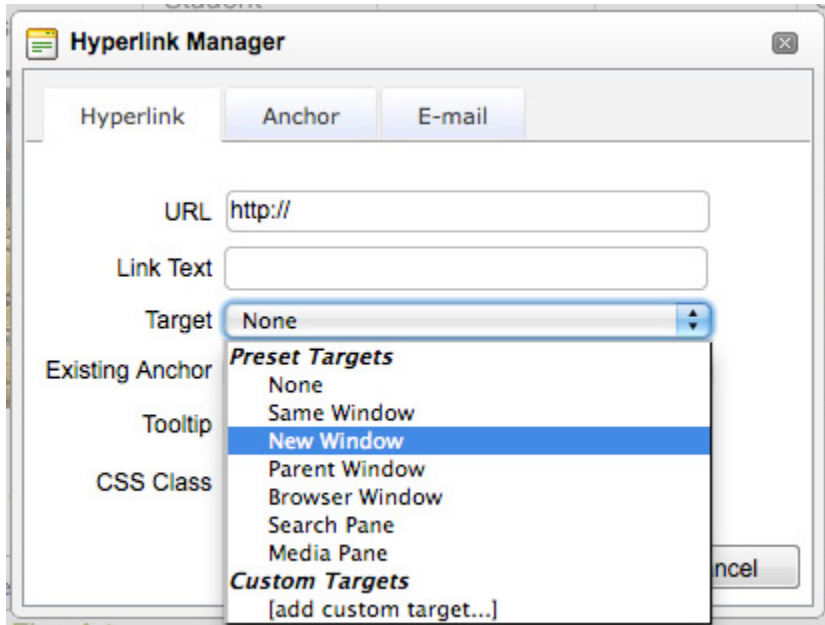
Leave the final three options that you see in the hyperlink manager untouched (Existing Anchor, Tooltip, CSS Class). Just worry about <u>URL</u>, <u>Link Text</u> and <u>Target</u>.

- Internal Links:

Use this option to link content to another page within the NSCAD site. Highlight the text that you want to become the link and then click on "Internal Links" on the toolbar to navigate to the page that you want your content to link to. TIP: don't click on anything except for those little "+" signs in the dropdown list until you have navigated to the right page, otherwise you will end up linking to the wrong page by accident. Use the "+" signs to keep expanding the dropdown list until you find your target page:
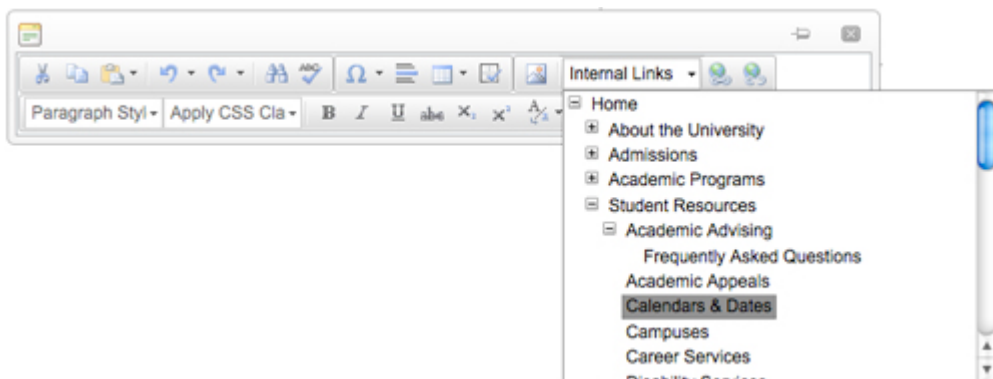
Font Styles

- • Previews of header styles:

Under the "Paragraph Style" dropdown list, you can preview some of the available header styles, however, not all available styles appear here. Missing styles include "smallGreyText", "smallRedText", "quotedText" and "headerGreyBoldLine". These can be accessed from the next dropdown menu ("Class").

NOTE: In the "Paragraph Style" list, the final option, "Preformatted", should never be used (we were hoping that it could be removed from the list, but apparently it's stuck in there). This font is actually the font reserved for the website's footer.
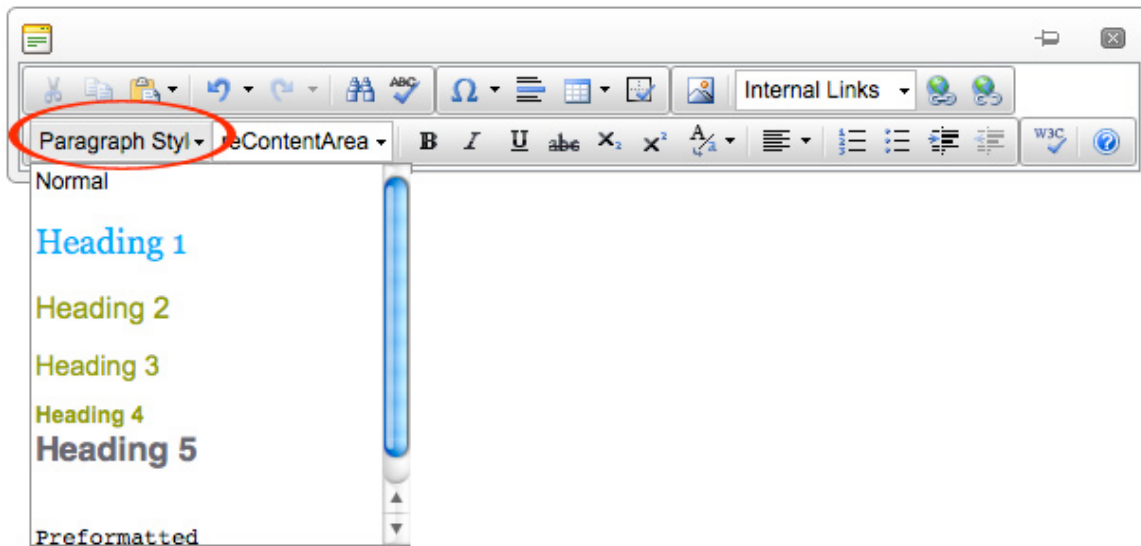
******PLEASE DO NOT APPLY STYLE ON TOP OF STYLE!******

There are times when this can be used sensibly and tastefully, but most often, it results in overblown text that looks like we're yelling at our site visitors…

If you overuse bold headers on a page, nothing will stand out because all of the text will be competing for attention. Use styles judiciously.

The second dropdown list beside "Paragraph Style" shows the style sheet elements ("Apply CSS Class") and includes all of the available font styles, but with no preview.

There is also a lot of stuff in here that you don't need and shouldn't use. (Because the toolbar used with OneWeb is a third-party application that the developers integrated with their own content management product, there are some unwanted behaviours that can't be modified or "turned off", unfortunately.)

In this "Class" dropdown list, the only things you should choose are header and text styles, indicated by red arrows in the screenshot below:
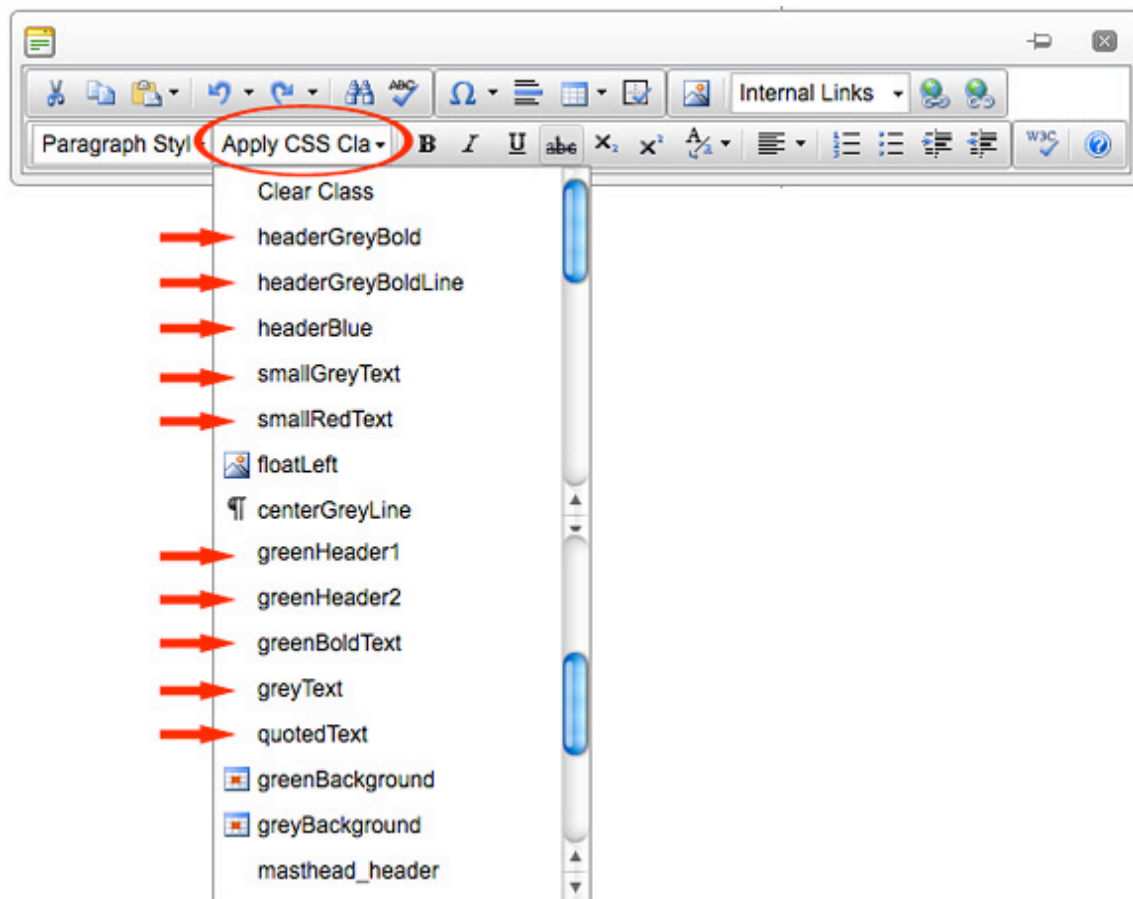
NSCAD Site Fonts

The following is a full list of headers and "custom" fonts for our site. The first five were included in the preview dropdown list while the final four were not, but all nine can still be selected from the second "css class" dropdown menu:

Heading 1 (headerBlue)

Heading 2 (greenHeader1)

Heading 3 (greenHeader2)

Heading 4 (greenBoldText)

Heading 5 (headerGreyBold)

smallGreyText

smallRedText

quotedText

headerGreyBoldLine

SAVING & PROMOTING CHANGES

Clicking on "Save" will cause your page to refresh with your additions/changes saved – however, they will not be published, or "live". Your edited content will only be visible to you and to anyone else logged into OneWeb. Once you are satisfied with your edits and are ready for the changes to be published to the live website, you need to click on the "promote" button. Your changes will then enter a publishing queue that gets checked by the site administrator and will then be published live.

THE "NOTES" FEATURE

After clicking on the "Promote" button, you will be taken to a "Promote Content – Post a Note" screen. The "Notes" feature that was added to OneWeb 6 is one of those features that probably seemed like a really good idea at the time, but…
In short: don't use it. Some of the failings of the feature include the fact that once posted, notes can never be deleted; everyone logged into OneWeb can see them (i.e. they're not private); there's no way to tell whether a note has been read or not, and they are less effective than just sending someone a regular email or calling them to let them know that you need help with your content.

If you post a note in OneWeb, chances are very good that nobody will ever read it, so please refrain from using the feature altogether.

Escaping the "Notes" Screen

To get out of the Notes screen so that you can promote your content, you will have to un-check the "Send a notification" box. Unless you do this, the system will complain about "mandatory fields" and not let you get on with promoting. After you un-check the box, you can click on the "Promote" button and your content will enter the regular publishing queue.

THE MEDIA MANAGER

IMPORTANT: MEDIA FILES MUST BE PREFORMATTED <u>BEFORE</u> YOU UPLOAD THEM TO THE MEDIA MANAGER. DO NOT RESIZE IMAGES WITHIN ONEWEB. THEY SHOULD ALREADY BE SAVED AT THE APPROPRIATE SIZE FOR THE CONTENT BLOCK THAT YOU WISH TO ADD THEM TO.

THEY SHOULD ALSO BE SAVED FOR WEB RESOLUTION. LARGE FILES TAKE TOO LONG TO LOAD. SITE VISITORS WILL NOT WAIT AROUND FOR CONTENT TO LOAD ON A PAGE – THEY WILL GET IMPATIENT AND NAVIGATE AWAY FROM IT.

<u>RGB vs CMYK</u>
IMAGES FOR THE WEBSITE HAVE TO BE IN *RGB* MODE, NOT *CMYK*. INTERNET EXPLORER (AND POSSIBLY SOME OTHER WEB BROWSERS) CANNOT RENDER *CMYK* IMAGES. THEY CAN ONLY DISPLAY MONITOR COLOURS, WHICH ARE LIMITED TO RGB.
* If an image file has come from someone who prepared it for printed materials (i.e. an exhibition invitation or a catalogue), chances are it's a CMYK file. This can be checked in a program like Photoshop by looking at the "Mode". If it says that it's CMYK, just change it to RGB, re-save it and then upload it to OneWeb.

The Media Manager is accessible from both the editing toolbar and from the "Administration" tab in the top OneWeb menu:
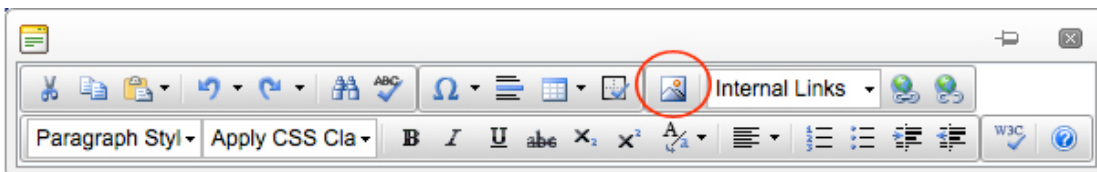

The content in the Media Manager is sorted into folders, so please make sure you navigate to the appropriate folder for your section of the site before uploading any files. (***Note the "DO NOT UPLOAD FILES HERE" warnings)


13
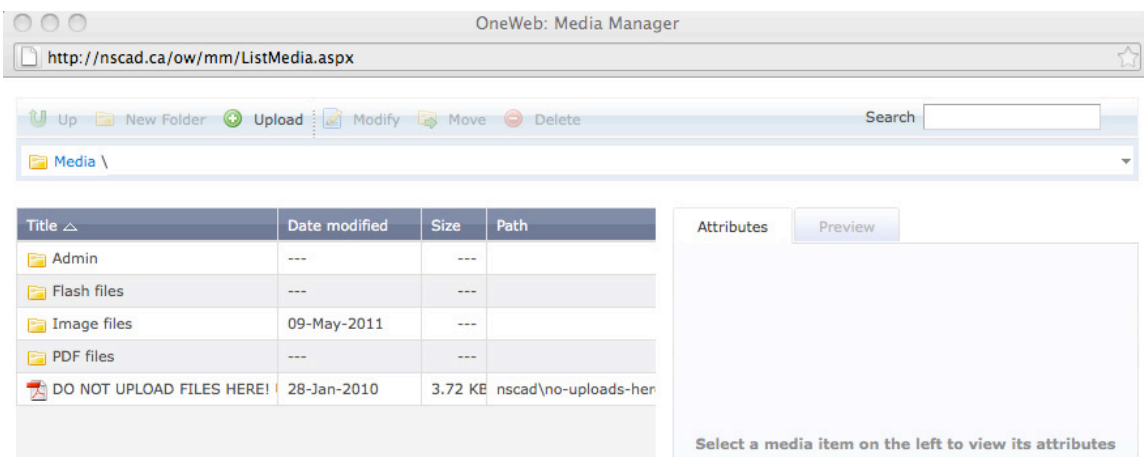
To open a folder within the media manager, you can simply double click on its name. To move back up in the folder hierarchy, use the little green "Up" icon (Up) located at the top left of the media manager window.

Insert Existing Media Files

To insert an item that has already been uploaded to the media manager into a page's content, just select the file and click on the "insert" button:
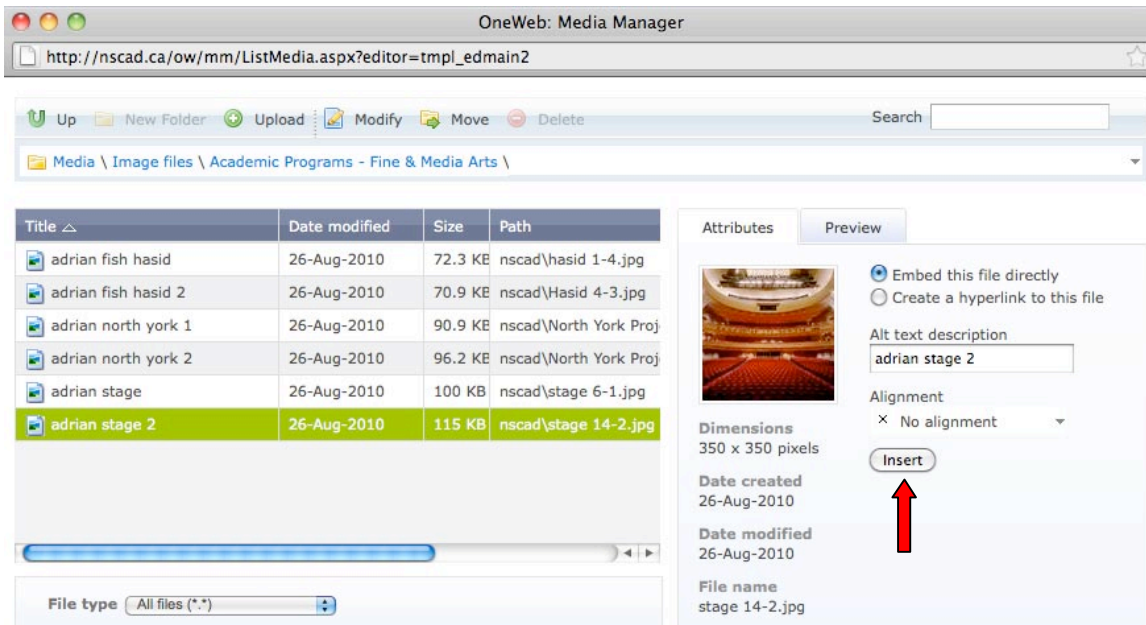

For PDF files, you are actually creating a link to the PDF rather than embedding the file as you would with an image, so the steps are a bit different. You will need to add some text to your page to act as the link to the PDF, i.e. "Download the summer schedule here". Once you have added the text that will serve as the link, highlight it and then open the media manager from the editing toolbar (see page 13 for a reminder of which toolbar icon opens the Media Manager). Navigate to the PDF that you want to link to and click on the "insert" button. Back on the page you were editing, the text that you highlighted will now be an active link to the PDF.
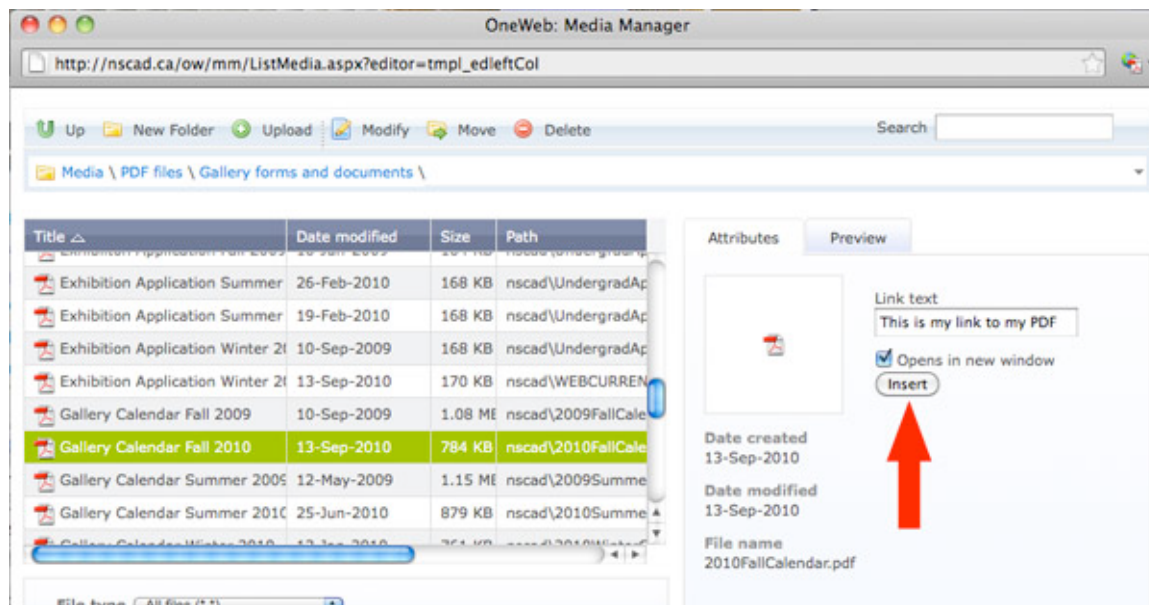
Uploading New Items

To upload a new media file, make sure that you are in the right folder first, then click on "Upload":
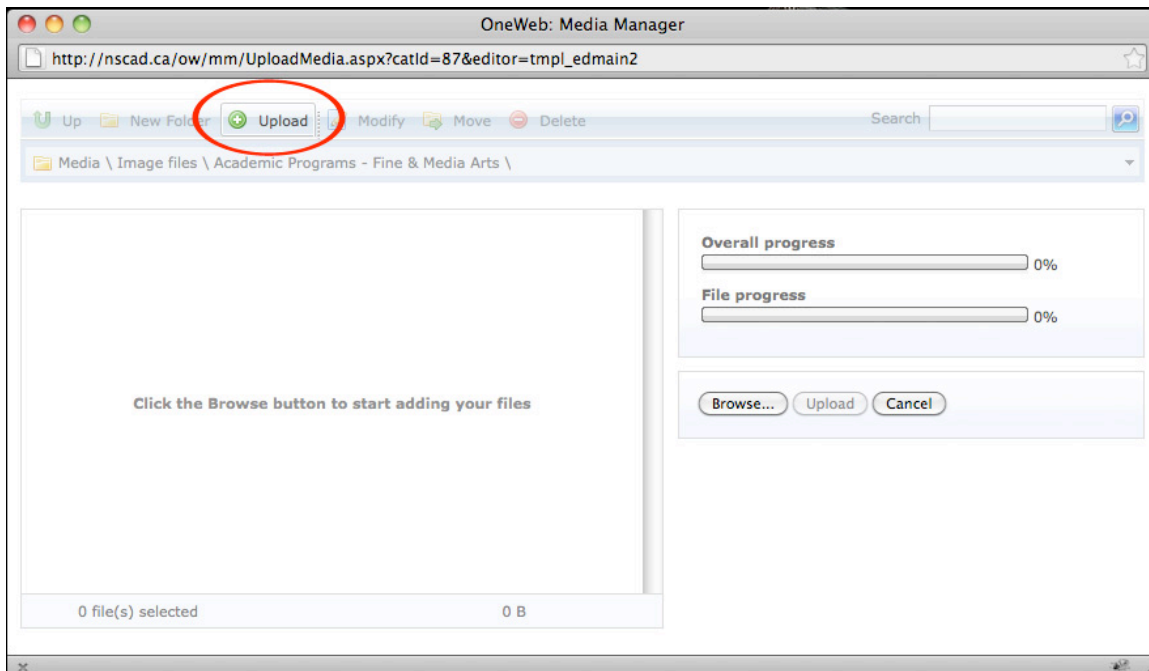
Using the "Browse" button, navigate to wherever your media file is saved and double click on the file to load it into the upload queue. If you have more media files to upload, don't click on "Upload" yet, simply click on "Browse" again and repeat the first steps until all of the files that you want to upload are showing up in the queue:
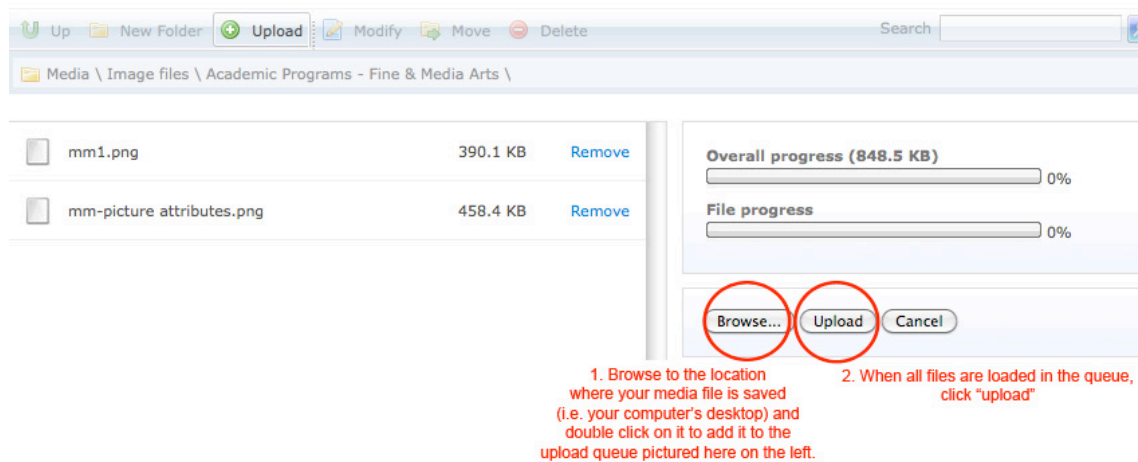

When all of the files you want to add in this session are queued, click on "Upload" and OneWeb will upload all of your files for you. When the upload is complete, click on "Finished". You can also change the name assigned to your file in the media manager list by clicking on "Add Details". This will not change the actual file name – it will only change the reference name ("Title") within the media manager.

Moving Media Files

If you accidentally uploaded a file to the wrong folder or forgot to navigate to a folder at all, you can move the file to the correct folder by choosing the "Move" option from the top toolbar. (Before choosing the "Move" option, make sure that the file you want to relocate is highlighted within the main media manager window, otherwise OneWeb won't know which file you're trying to move).
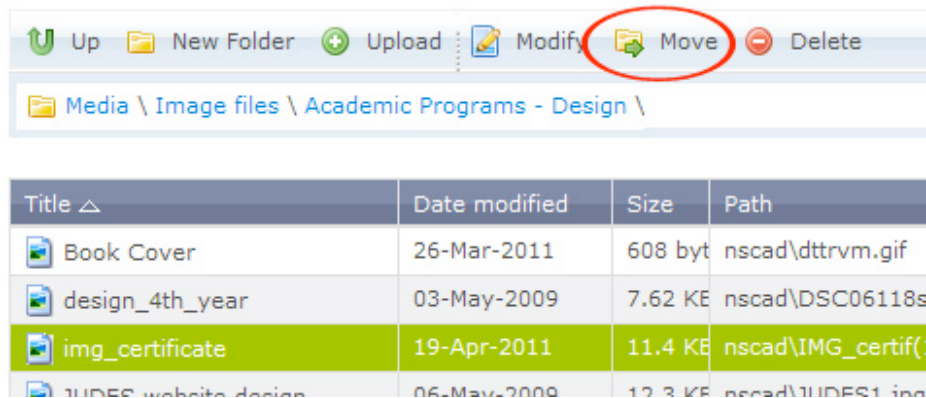
Using the "+" expanders, find the correct folder for your media item and then click once to highlight that folder's name. Make sure the folder name is still highlighted and click "Move". Your media file should now show up in the folder that you highlighted.
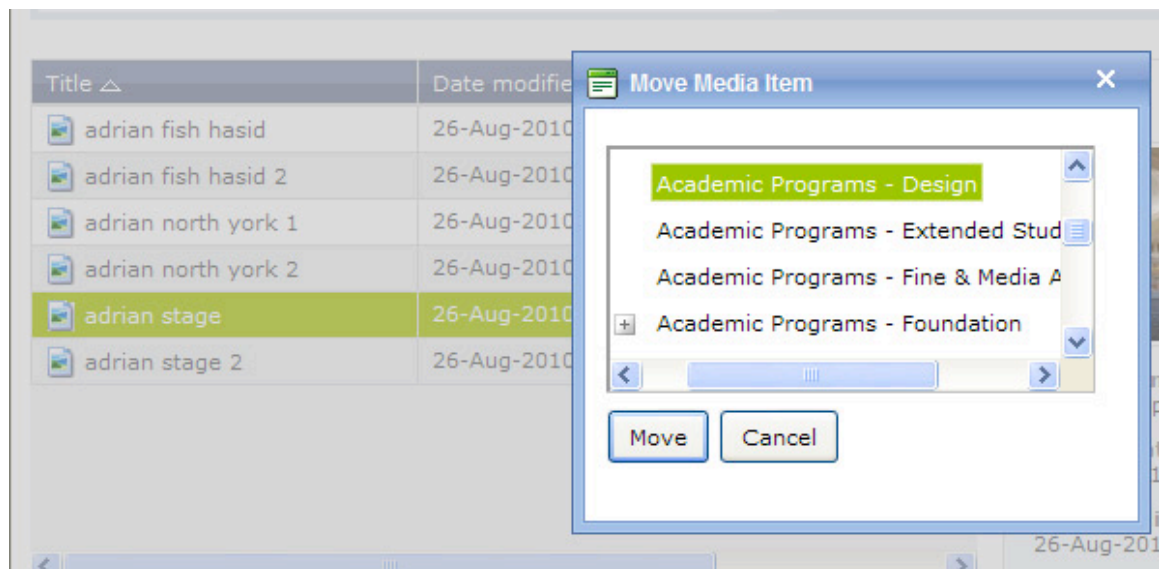
Modifying Media Files

The "Modify" option allows you to change a file's reference name ("Title") within the media manager, but it does not change the actual file name.

If a file has not been added to site content yet, you can overwrite the file by using the "Replace" option. This will overwrite it while keeping the existing file name. To do this, you just browse to wherever the replacement file has been saved and click on "Update". If the media item is already in use on the site, it will not allow you to replace the file. In this case, you will have to contact a site administrator in Computer Services and have them do it for you.

Image Sizes

Images need to be pre-sized before they are uploaded to the Media Manager. The width cannot exceed the values provided below, but height is flexible. In addition to the image size (pixels), the saved file size should not be large either. Try to keep files between 50kb and 60kb. The larger the file size, the longer the image will take to load on the screen. If you need clarification on the difference between "image size" and "file size", please contact a OneWeb administrator in Computer Services.
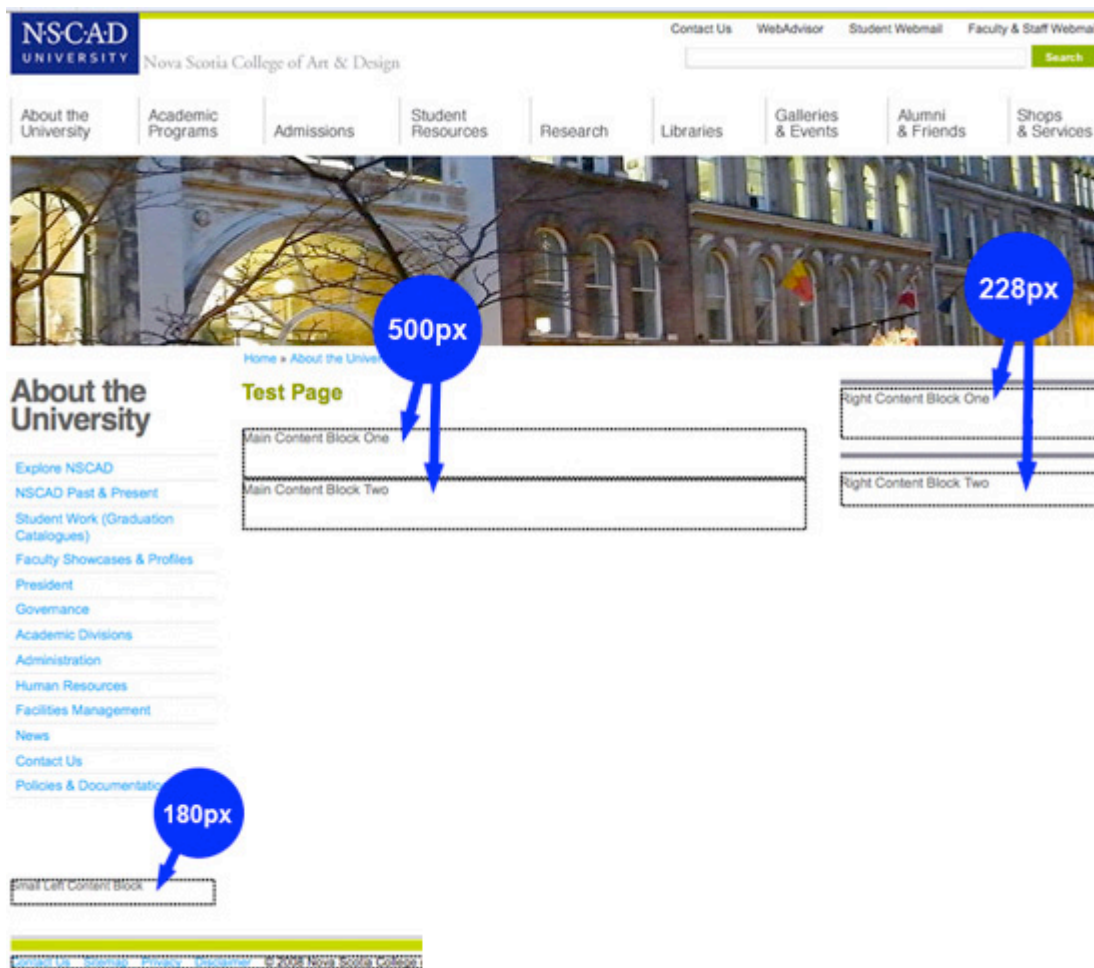
The maximum width (in pixels) for each content block on the website is as follows:

Inside Page Template:

Two main content blocks: 500px
Two right side content blocks: 228px
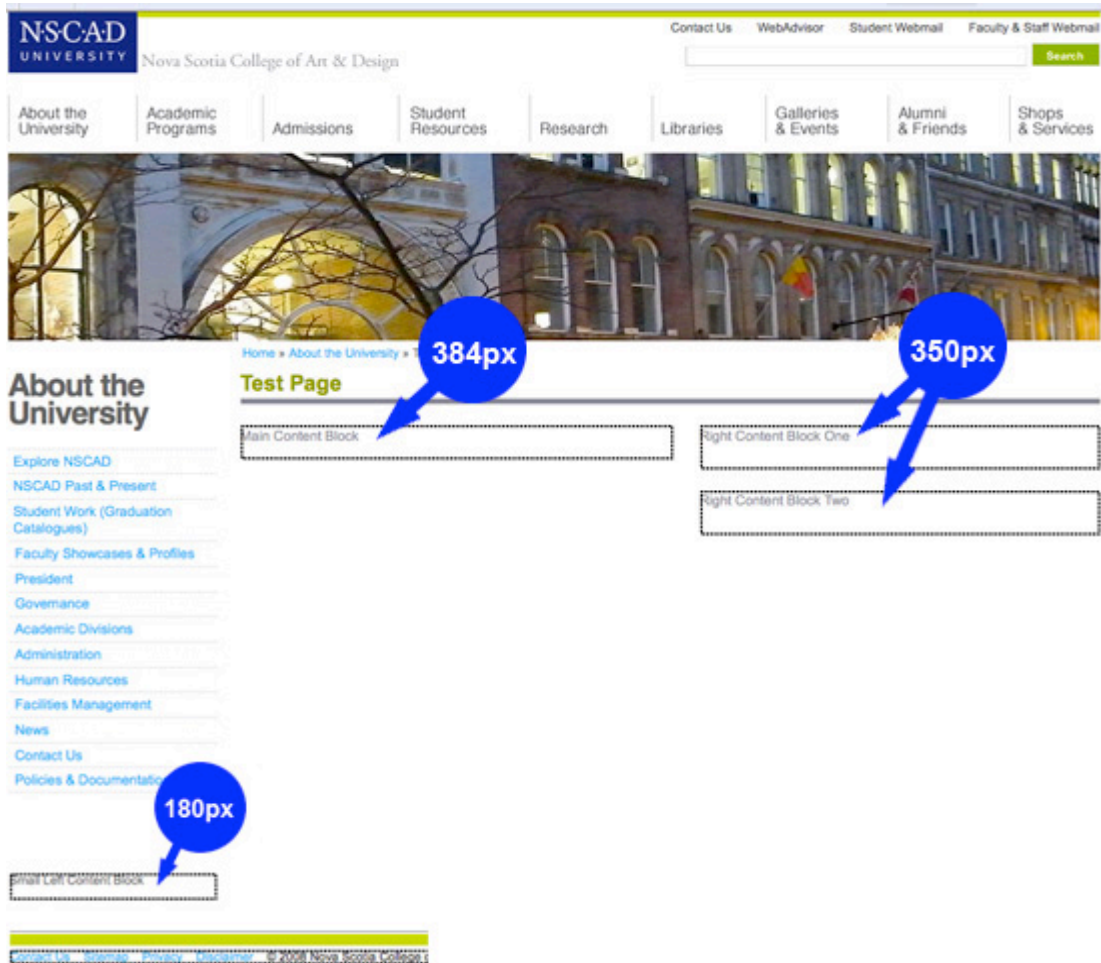Small left content block: 180px

Profile Page Template:

Main content block: 384px
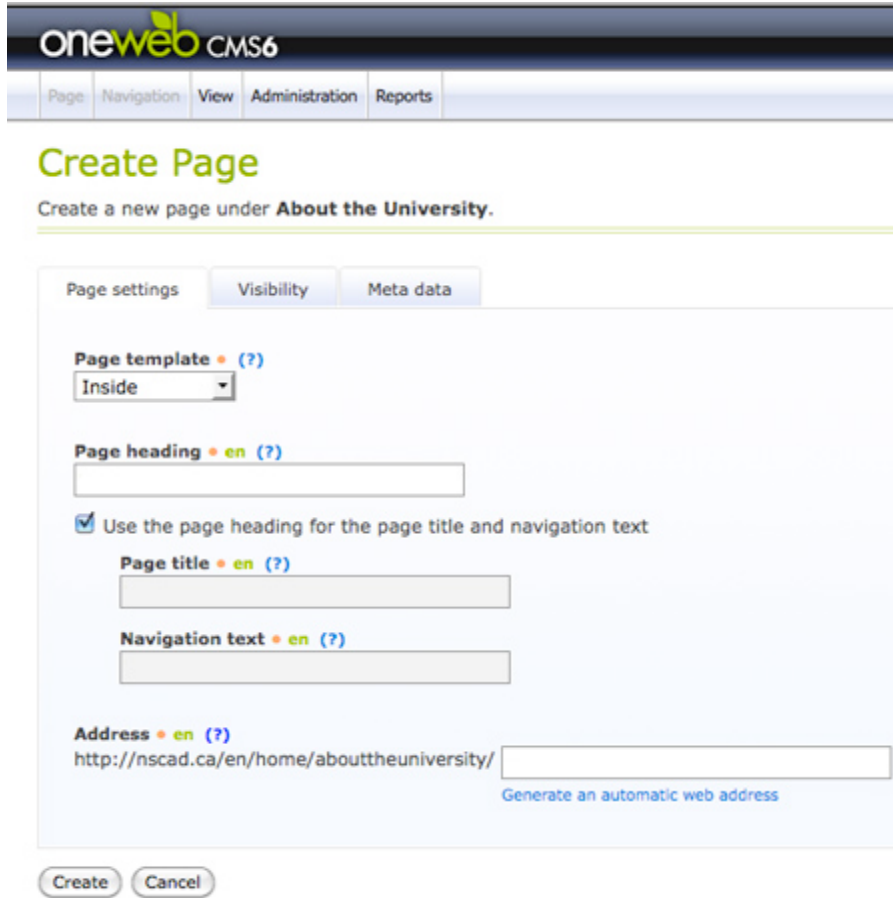Right content blocks: 350px
Left content block: 180px

CREATING A NEW PAGE

When creating a new page, make sure you start from the correct "parent" page in the navigation menu, otherwise you might end up creating a sub-page under a sub-page.

To create a new page, go up to "Page" under the OneWeb logo and from the dropdown list, choose "Create New Page". The following screen will appear:

Page Templates

Despite there being seven choices in the dropdown menu for the template style, only two are to be used by most of our OneWeb content creators: **Inside** and **Profile**.

The **News Release** template is only to be used by account holders who have been granted access to the site's News application under About the University. This template is generally only for NSCAD's Communications Coordinator in the Office of University Relations.

The other templates are system templates and should not be used by any OneWeb content creators.

Most users will only need the **"Inside"** template. The **"Profile"** one is for faculty/student/alumni profiles or showcases, although the Inside template can also be used for this purpose if preferred. The Profile template should not, however, be used for anything but profiles and showcases, or for specialty pages.

Page Properties

Page Heading
This is the text that will show up in bold green at the top of the page.

Page Title
This is the name of the web page that appears (usually) at the top of your web browser (header tags), not to be confused with the Page Heading, which is more like a title for your page's content.

Navigation Text
Unless you set your page's properties to "hidden" or "locked", this is the text that will appear in the site-generated navigation menus.

Address
This is your page's URL address. In most cases, you will want to use the "generate an automatic web address" option, but in the case of long or awkward results, you might want to shorten or modify it.

The following screenshot shows the difference between Page Heading, Page Title, and Address.
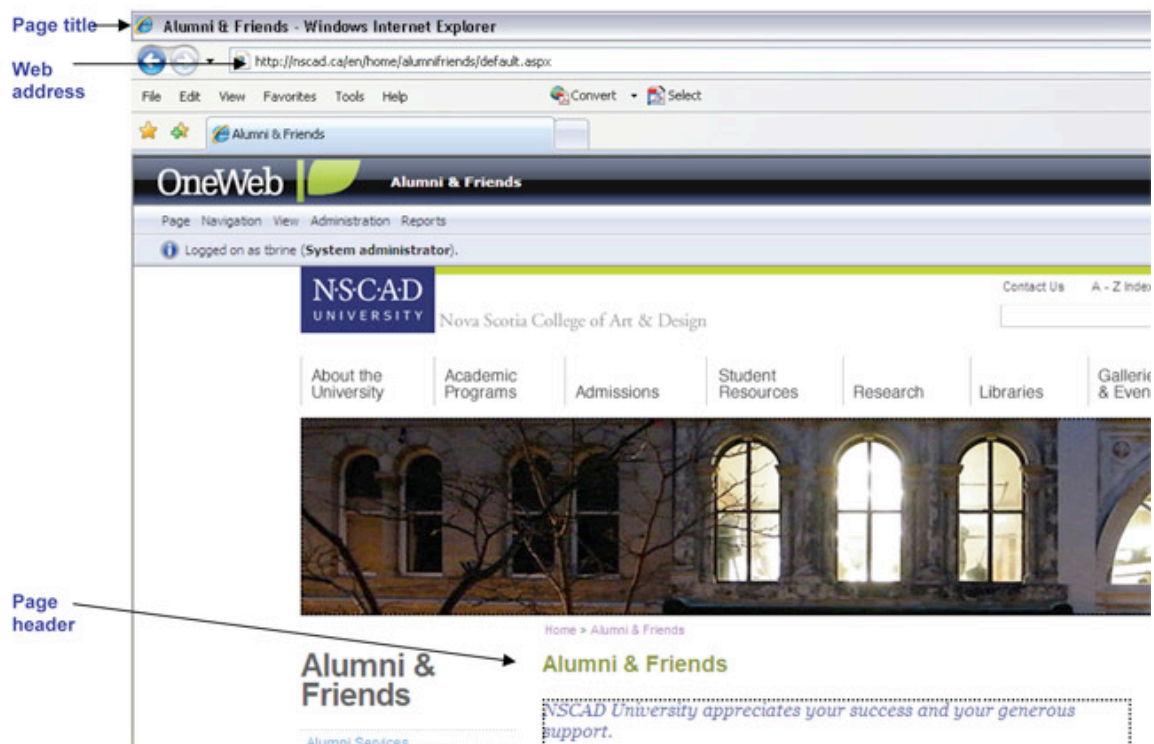
DON'T HIT THAT "CREATE" BUTTON JUST YET! You will notice that there are two more tabs associated with the "Create Page" process: VISIBILITY and META DATA.

Visibility
Under most circumstances, you will want to leave the page set to "Normal", with all three properties checked (site navigation, site map and search results). If you need to omit one of these choices for some reason, just un-check the appropriate box.

You can also set a page's visibility to "hidden". There are occasions when it is not ideal to have a newly added page show up in the navigation menus. An example would be a long series of pages that make up a large showcase. Assuming a showcase is comprised of a set of 24 pages, you would end up with 24 subheadings piled up under a "parent" page in the left hand navigation menu. In a case like this, it would be more appropriate to set all 24 pages' visibility properties to "Hidden" and use embedded links on the pages themselves to navigate from one to the next.

Meta Data
The final tab is the Meta data tab, which is too often ignored. Data entered here helps internet search engines target content on the NSCAD site, so it's always a good idea to enter key words and a description. Key words should be relevant to the content on the page, and the description (which will show up on the search engine's results page) should be a descriptive sentence encapsulating the content of the page.

Modifying Page Properties
If you need to modify any of your newly created page's properties, you can select "Page" from the top menu bar and then select "Modify" from the dropdown menu. This will reopen the properties menu and allow you to make changes. Unfortunately, you cannot modify page properties after the page has been published to the live site. On a previously published page, you will notice that the "modify" option has disappeared from your dropdown menu. If you need the page properties modified after publication, please ask the OneWeb administrator in Computer Services to make the changes for you.

VERSION HISTORY

This feature can be used to view previously published versions of pages and revert to these versions if necessary.
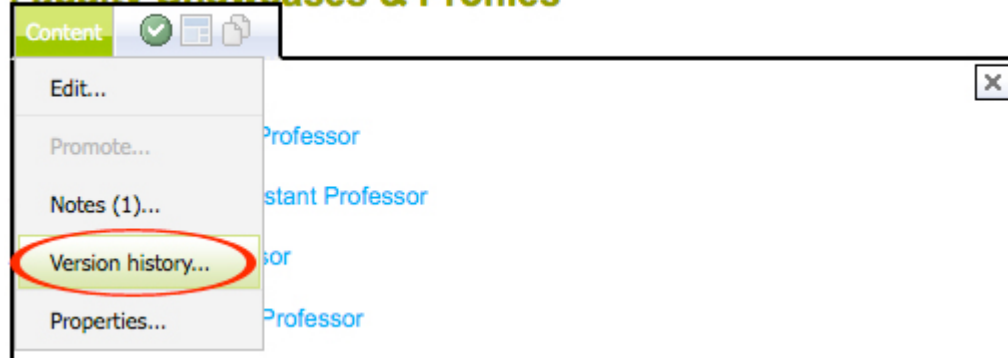
If you need to roll a content block back to a previous version, click on "Version history" to view all previously published or staged versions of it.

To view a previous version, select it and click once to get the "View" option, then click on "View".

If it's the version you want to roll back to, choose the "Revert to this" option. You will have to promote the content in the same way that you would if you had performed a regular edit, and it will go through the same publishing steps as any other content, so after clicking on "Revert to this", make sure you also go back and click on "Promote" afterwards.

THE EVENTS CALENDAR

Some content creators have been given access to an application called the "Events Calendar". This application generates a list of upcoming events, such as public lectures, gallery openings or important academic dates.

To enter a new event, go to the Galleries & Events section and then choose the Events page.

You will notice that rather than "Content" showing up on the editing tab, "Application" appears. Hover over the tab and click on the dropdown menu item "Administer". This will open up the application.

To create a new event for the calendar, click on "Add".

The event detail window will now appear. Although only four fields are marked as required, there are actually several more that should be. Here's a breakdown of the fields:

EVENT TITLE (required): The name of the event, up to a maximum of 50 characters.

CATEGORY (required): Choosing a category that your event fits into is important, as this is how people browsing the site filter the events according to what they're interested in, in addition to telling OneWeb which events to display in certain sections of the site. For example, under Student Resources > Dates & Deadlines, there is an instance of the calendar application that is coded to group and display only the events relevant to student registration. Similarly, there is another instance of it on the Alumni & Friends main page that is set to display only alumni events. OneWeb is using the category ID to find and display these events.

LOGO FILE: The name of this field is regrettably misleading, as it certainly does not have to be a logo. This is an option for adding an image to your event posting, although you have no control over the size or placement of the image. OneWeb will automatically shrink it to 200 pixels wide and place the image in the upper right corner of the event block, so keep this in mind when choosing your image. This feature does not work the way the Media Manager does. To add an image to your event posting, simply click the "Browse" button beside the "Logo file" field and navigate to wherever your image is saved on your computer, then click "Open" **(** or just double click). This will insert your image into your event listing.

START DATE (required): Click on the "+" button to call up the handy little calendar tool and choose your event's start date.

END DATE (required): If your event is only one day long, you can (apparently) leave this field blank, but all other events need an end date entered here. If you don't set an end date, expired events might choke up the calendar, or week-long events will be treated as one-day events.

LOCATION: If there is a specific location for an event, enter it here.

SUMMARY (required): This is the short one-liner that appears in the list of events, prompting visitors to click on the link to see the full details.

FULL DESCRIPTION (required): As implied, this is where you enter the full text about the event. There is limited formatting available for this field, so keep in mind that your only options are the ones you see in the mini menu bar at the top of the content block.

CONTACT NAME; PHONE; EMAIL; ADDITIONAL INFO WEBSITE; REGISTER NOW WEB ADDRESS: All of these are optional and will only apply to a few events.

WEBSITE AVAILABILITY: Just leave this at the default setting of "This site only". Selecting the "All sites" option won't do anything, since we only have one OneWeb site.

PUBLISHED (REQUIRED!): This one's important, so it's a shame it's so unnoticeable…
Unlike the site's other content, events don't go through a "Promote" stage. As soon as you create an event and check off the "Published" box, your event is live. If you forget to check the published box, your event will not be displayed on the live site.

Once you have filled out all of the relevant fields, click "OK" and your event is live. If you need to go back and modify something in your event posting, open the event calendar application up again (using the "Administer" button) and find your event in the list. Click on it once to highlight it and a short dropdown menu will appear with "view; modify; delete". Choose "modify" to go back into your event and make your changes. You can also delete the event entirely if you need to, but once it's gone, it's gone for good, so make sure you mean it!

The event details window:

Add an event to the event calendar database.

● = required field

Event title ●

(max. 50 characters)

Category

Select...

Logo file

Browse...

Start date ●

+ clear

(DD-MON-YYYY)

End date

+ clear

(leave blank for one day events) (DD-MON-YYYY)

Location

Summary

(max. 255 characters)

Full description ●

Contact name

Contact phone

(555-555-1234)

Contact email

(john@mywebsite.com)

Additional info website

(website address for additional information) (http://www.mywebsite.com)

Register now web address

(website address where the user registers) (http://www.mywebsite.com)

Web site availability ●

◉ This site only
○ All sites

☐ **Published**

OK   Cancel

NEWS ITEMS

For those users who are responsible for creating news items in the "About the University" and "Alumni and Friends" sections (presently limited to staff in the Office of University Relations), the following instructions apply:
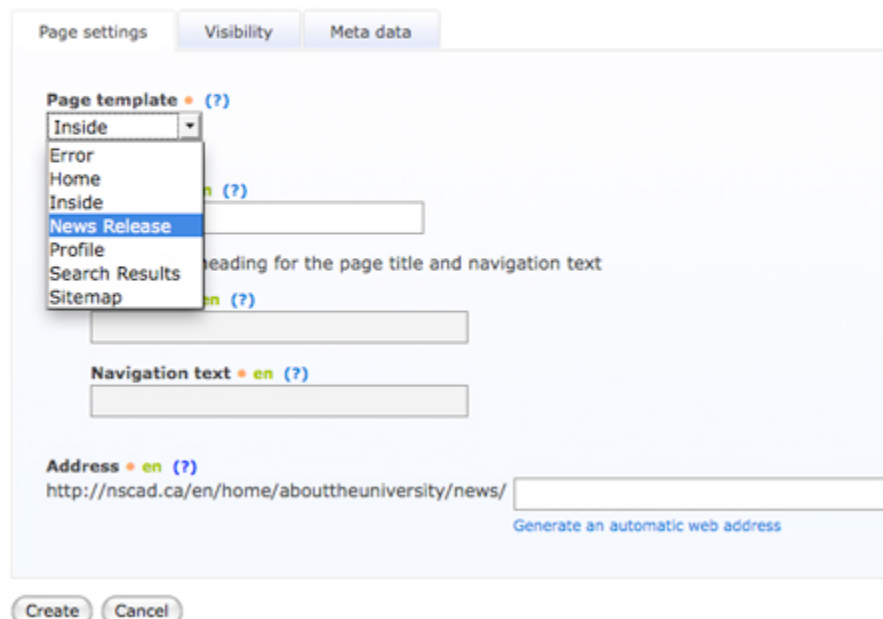
About the University > News
To create a news item in the About the University section, you must start on the main News page at http://nscad.ca/en/home/abouttheuniversity/news/default.aspx. This is the "parent" page. You will now create a "sub-page" beneath it by going up to Page > Create new page.
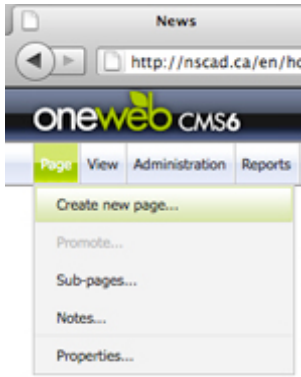
Now choose the "News Release" template:

Create Page

Create a new page under **News.**

| Page settings | Visibility | Meta data |

Page template • (?)
[News Release ▾] ← Choose News Release template

Page heading • en (?)
[_____] ← This page heading will be your news item's headline

☑ Use the page heading for the page title and n...

Page title • en (?)
[_____]

Navigation text • en (?)
[_____]

Address • en (?)
http://nscad.ca/en/home/abouttheuniversity/news/ [_____]
Generate an automatic web address

Custom data for template **Page Listing**

Posted date • en (?)
08-Jul-2011 [▦] ← Enter the news item's posted date and enter a brief "blurb" to act as a hook for the full story

Summary • en (?)
[_____]

(Create) (Cancel)

Posted date: enter the date of the news release's posting.

Summary: provide a brief summary to lead people to the full story.
IMPORTANT: this text will not be automatically repeated on the page with the full story. If you use the first sentence of your news release as your lead, then be sure to type it again on the full story's page.

Visibility: it is important to set this property to "Hidden". News release headlines should not be visible under the top and left-hand navigation menus. All of the headlines and summaries will appear on the main News page, and it is here that web visitors will be able to link to the full stories, (similar to the Events listings).
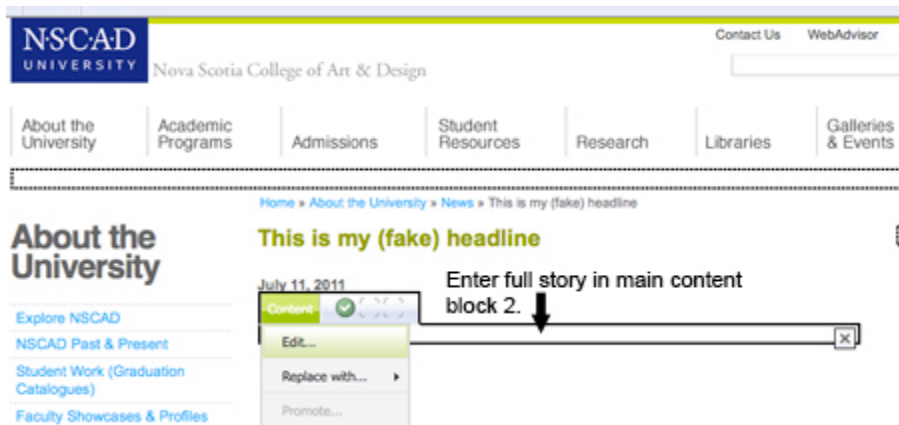

After hitting "Create", the first main content block will contain the "Posted Date":
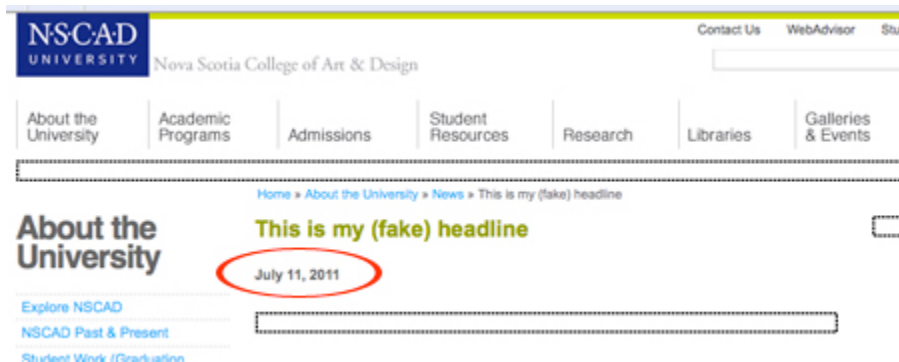
In the second main content block, you can now enter the full text for your news item:

If you need to add any images, you can place them within the main content block or in the smaller block on the right. Once you have entered all of your content, save and promote your page as you would with any other newly-created page.

Your headline and summary will now show up on the main News page, encouraging visitors to link to the full story:
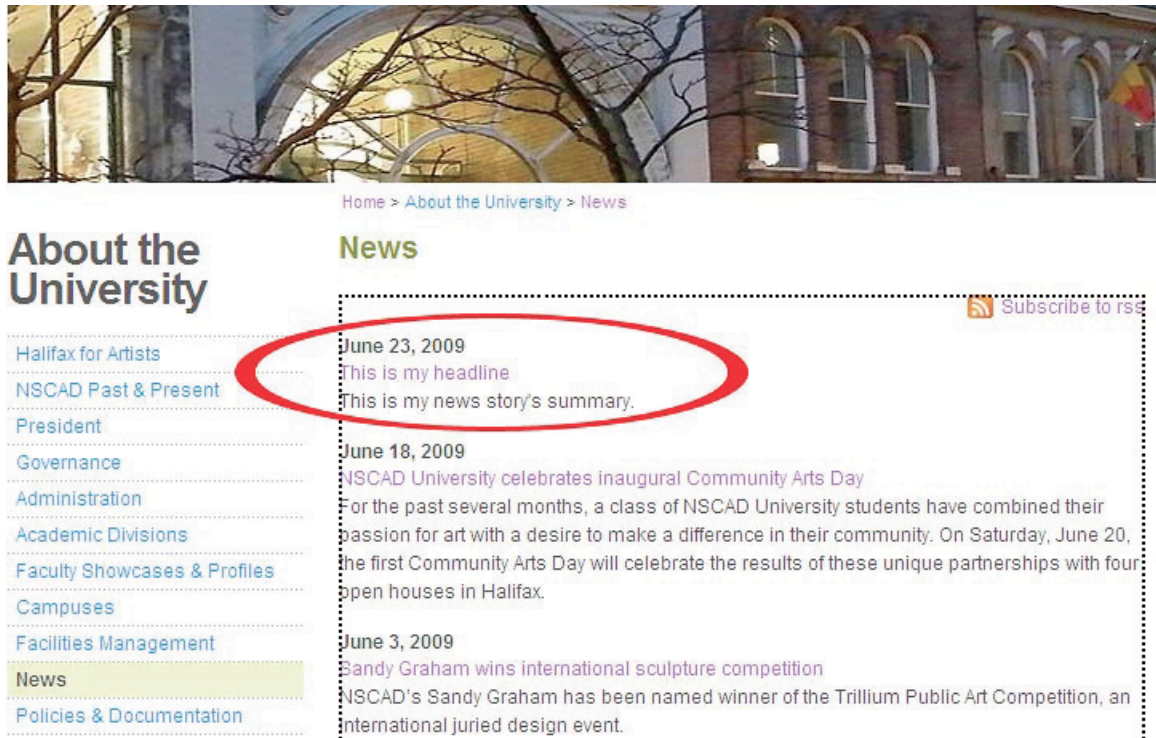
TABLES & ONEWEB 6

<u>PRELIMINARY NOTES</u>

Quick duplication of existing tables is no longer possible:

Copying and pasting existing tables in OneWeb 5 used to be a convenient way to quickly create new tables, however, unlike its predecessor, OneWeb version 6 will **not** allow existing tables within its own content to be copied and pasted. The newer version of the program takes this action too literally and copies the content management system's dotted editing overlays, turning them into an unattractive, visible dashed border in live content. Other unwanted code is also incorrectly applied when copying existing tables.

Because of this unfortunate change in the program's behaviour, all tables now need to be created from scratch using the table function on the OneWeb editing toolbar. Fortunately, the toolbar's functionality has improved since OneWeb 5, and once you get a bit of practice, creating new tables is fairly simple.

Table borders:

There are two preset table styles available to you, one that applies borders and one that does not. Choosing the style that does apply them is now the ONLY way to add borders to your table.

Non-applicable table formatting options:

Given that the editing toolbar is a third party application that was integrated with the OneWeb program, you will see table formatting options that cannot actually be applied (i.e. the "Style Builder"). Because of this, please pay attention to the notes in the following document pertaining to which functions should and should not be used. In most cases, if you try to use a table formatting option that does not work with OneWeb, the option will simply not be applied after you save.

CREATING TABLES IN ONEWEB

On the OneWeb editing toolbar, find the "insert table" option and click to get the table dropdown:
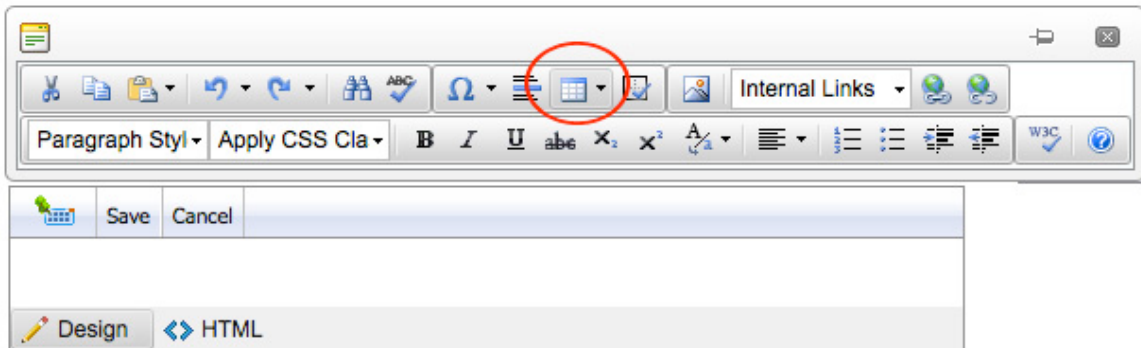

Using the grid in the dropdown table toolbar, choose how many rows and columns you want in your table by hovering (not clicking) and dragging with your mouse until the appropriate number of columns and rows are highlighted in grey:
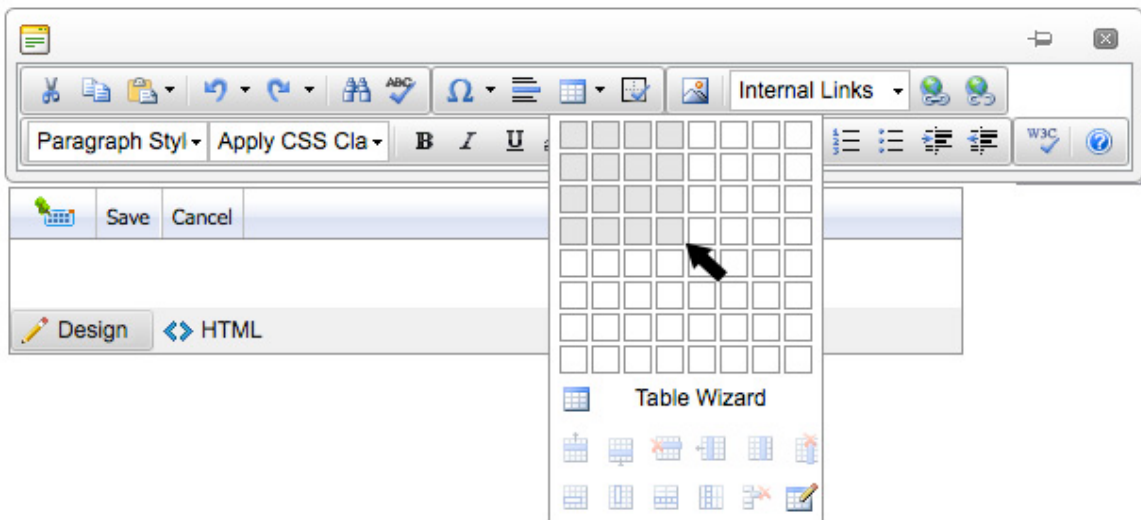
Once you have the right number, click on the last highlighted box and the table will be inserted into your content block:
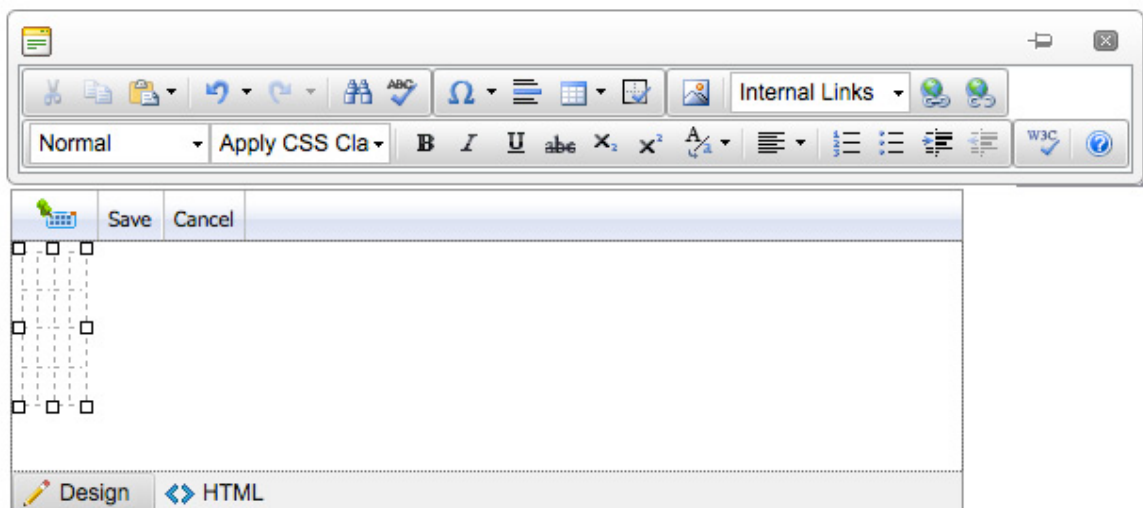
It's a good idea to set the table width to 100% so that it spans the entire width of the content block. To do this, make sure your table is selected and then right click with your mouse to get the table options dropdown menu. Choose the final option in the list, "Table Properties":
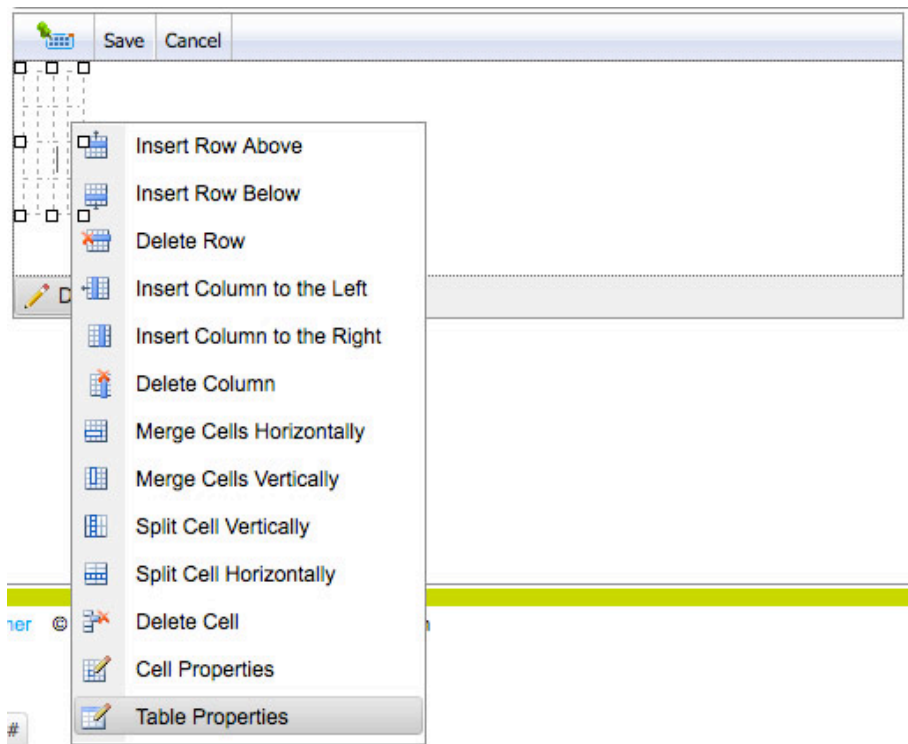
In the window that appears after choosing "Table Properties", enter 100% in the width field. NOTE: You have to enter the "%" sign, otherwise the system assumes that you mean pixels rather than a percentage. Do not specify anything in the "height" field. Entering a value here causes problems with the rest of the table.
*** **Also, do not enter anything in the remaining fields listed under "Layout".**
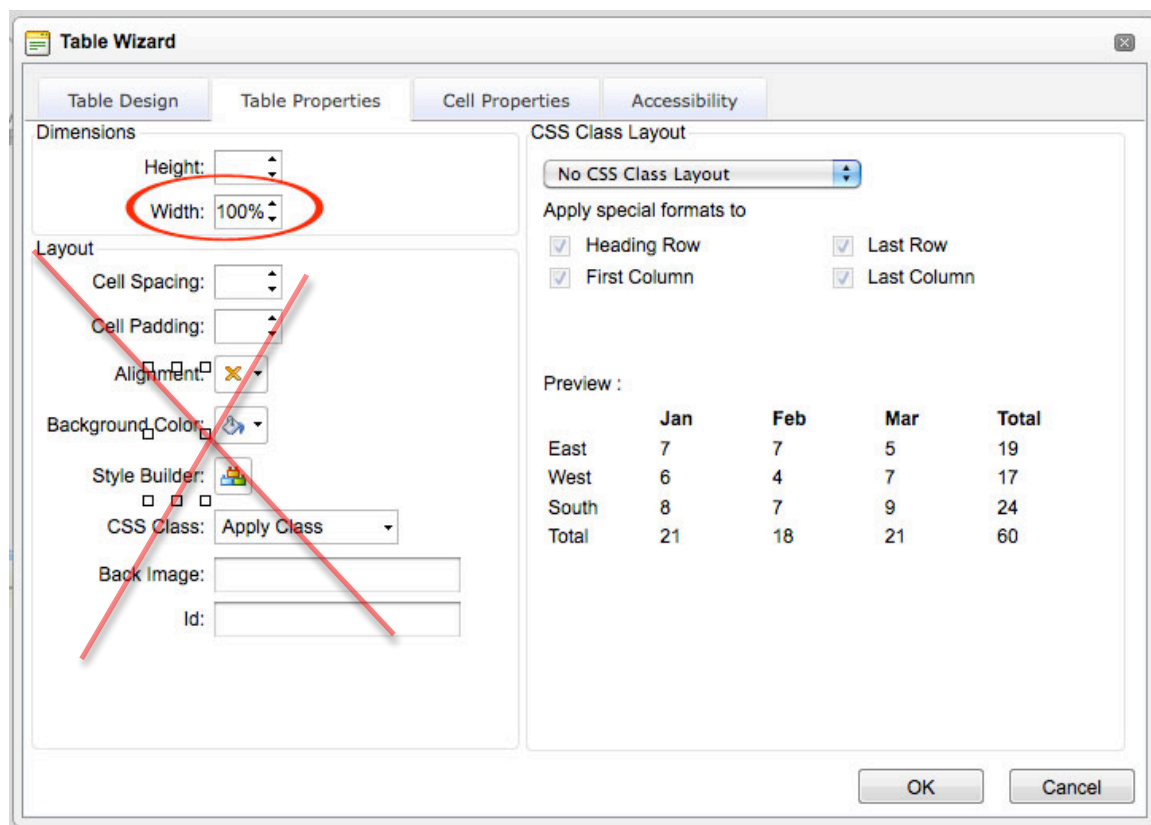
On the right hand side of the Table Properties window labeled "CSS Class Layout", there is a dropdown menu where you can choose one of two preset table styles. "Table 1" applies borders while "table 2" is borderless:
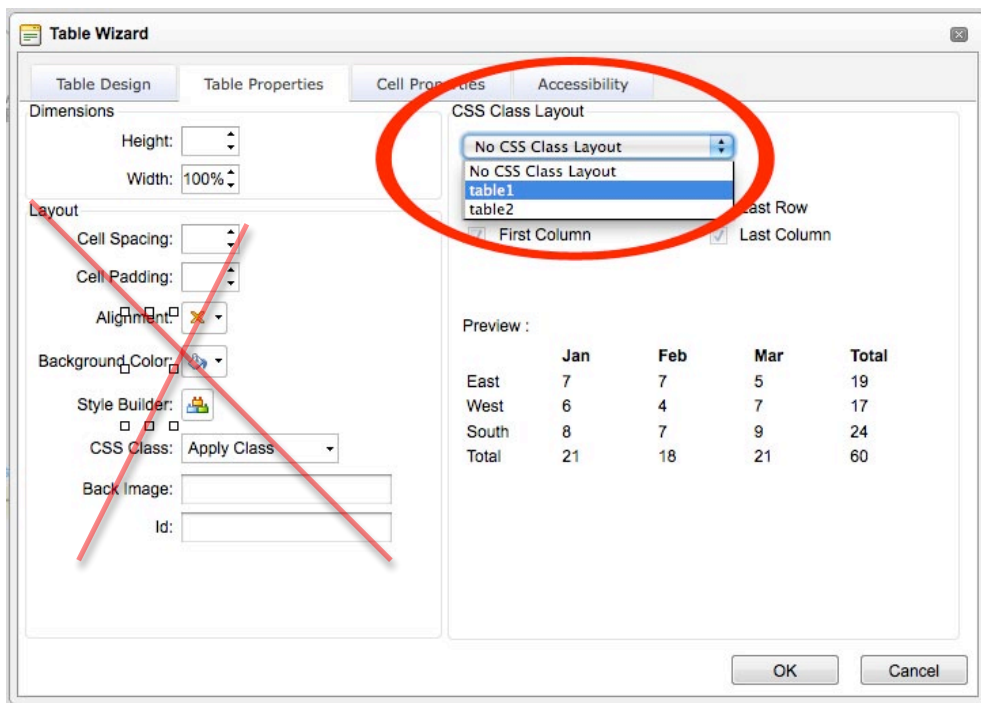
ISL has also created optional formatting for the table styles that applies preset cell and font colours. You do not have to apply these styles if they don't meet your table's needs.
TABLE 1 has been chosen in this screen shot:
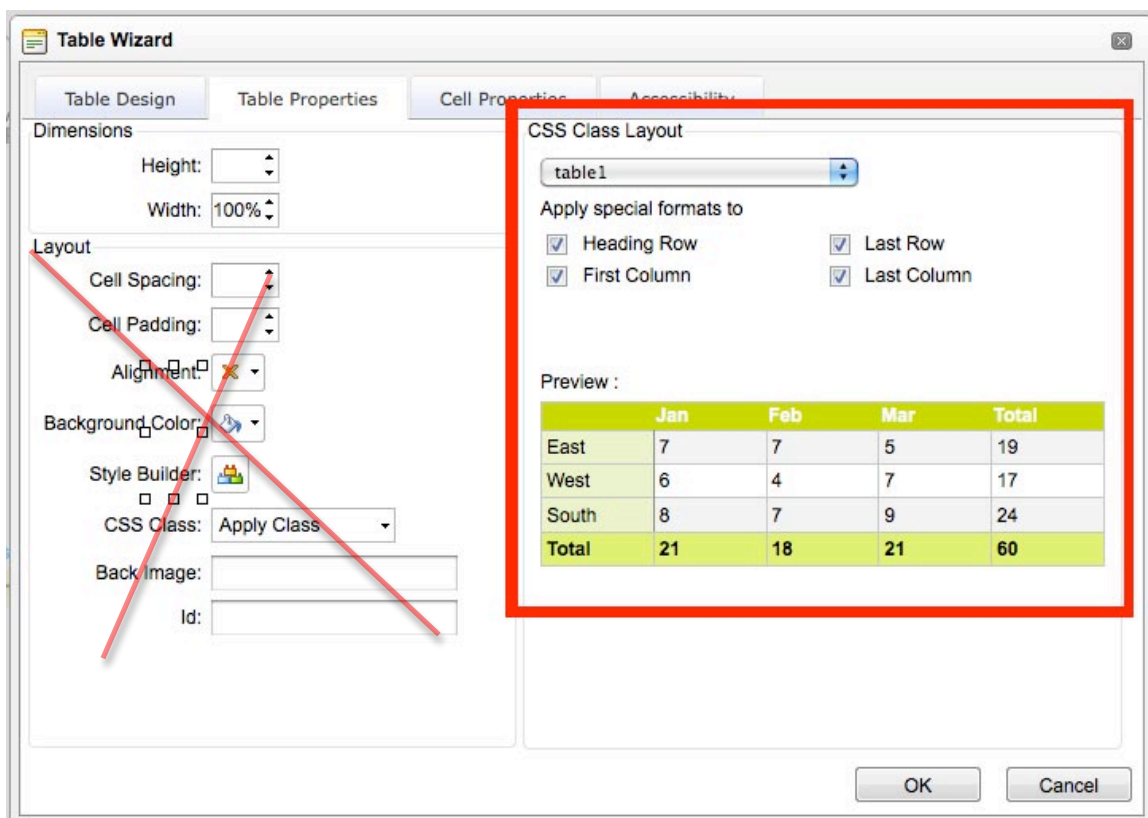
To keep the table borders but remove the greenish-yellow shading and the white column headers, just un-check all of the boxes under "Apply special formats to". This will give you a simplified table with borders and faint grey shading to differentiate between the rows:
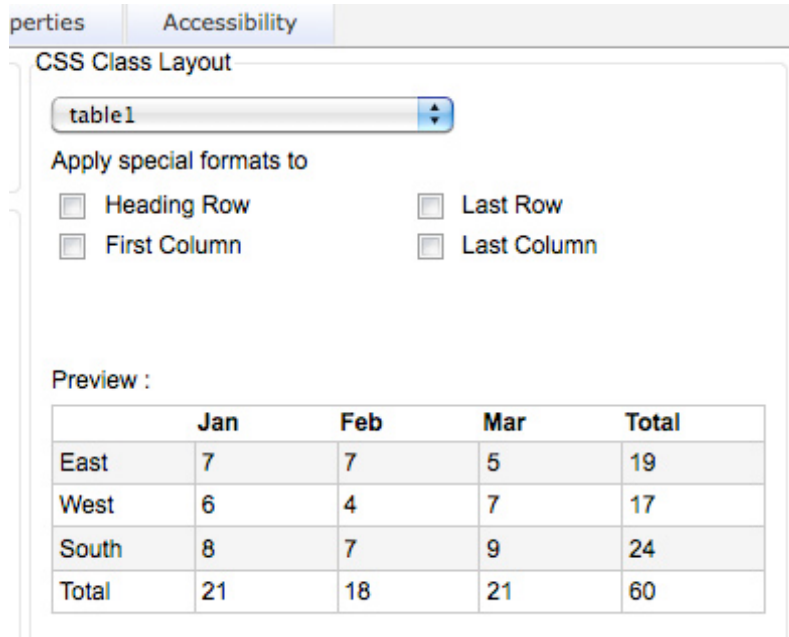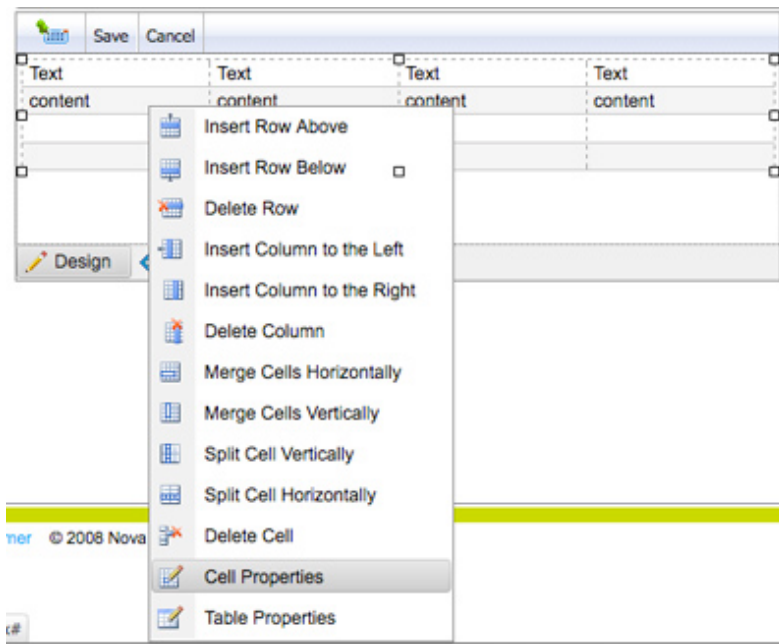

To insert your table into the content block that you are editing, just click OK at the bottom right of the Table Wizard window.

Inserted table:
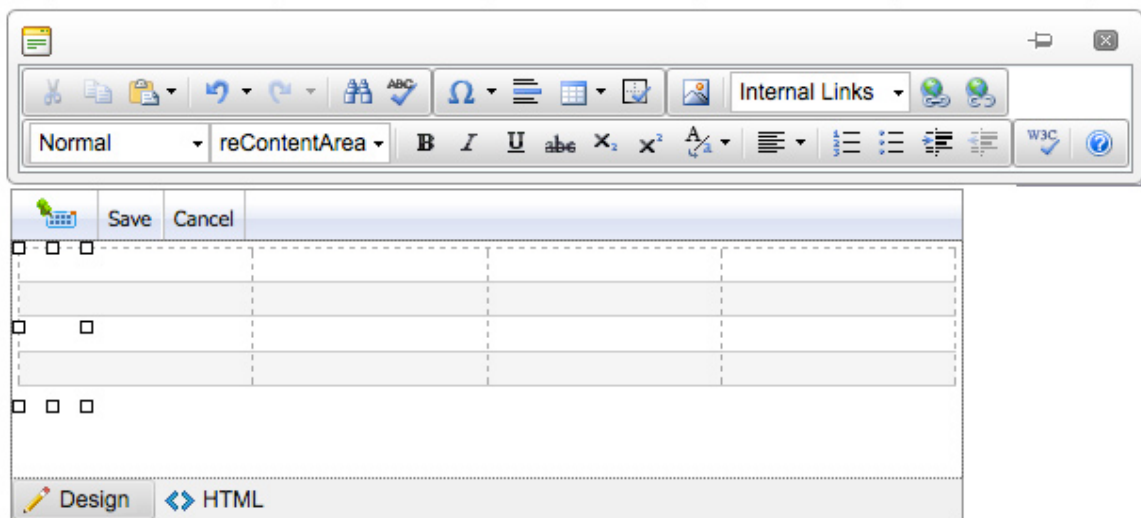
To remove or change the colour of the shaded cells, you have to go into "Cell Properties". Make sure that your table is selected and then right click with your mouse to get the properties dropdown menu, then select "Cell Properties":


The Table Wizard window will reopen on the Cell Properties tab. In the "Preview" section on the left side of the Wizard window, whichever box is shaded in grey indicates the table cell that you are about to edit. You can "select all" cells to apply changes to all of them simultaneously, or you can select one at a time. Unfortunately, limited functionality prevents you from selecting several at a time – it's all or one. However, you can keep selecting and editing cells one at a time without having to keep exiting and reopening the Table Wizard window. Just highlight a cell on the left, apply the change from the options listed on the right, then choose the next cell on the left, apply the change, etc..

The cell properties that you can apply without running into OneWeb trouble are the first four options only:

- Cell height
- Cell width
- Content alignment
- Background colour

*Do not use the "Style Builder" or anything else that appears beneath it in the list.
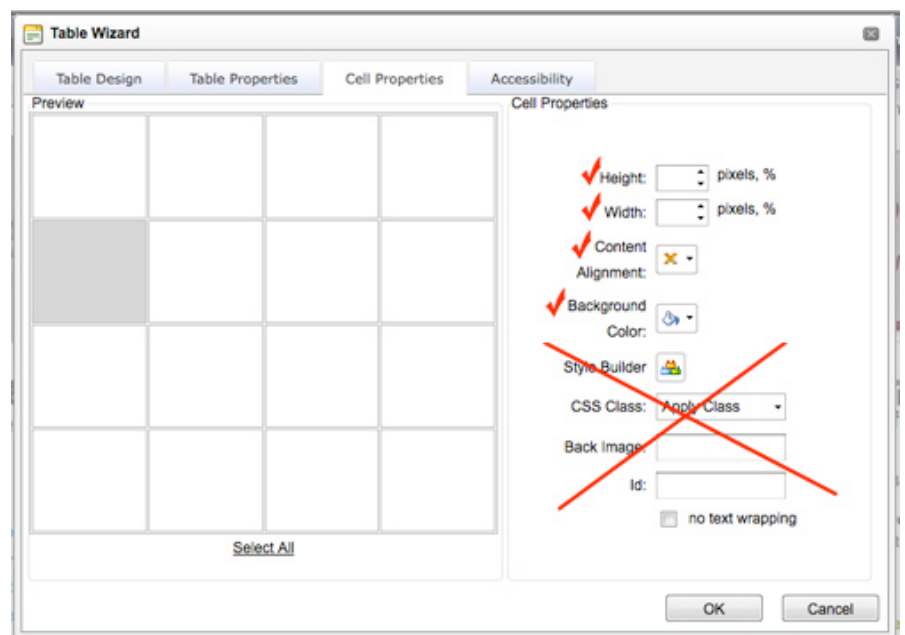
To change or remove the coloured shading in your table's rows, use the "Background colour" option. To remove shading altogether, choose the second white swatch from the colour picker (the first white-looking swatch doesn't do anything), otherwise choose a VERY PALE shade if you want shading in your table. Dark colours will make the table contents too hard to read and will cover up the table borders (if you are using borders).
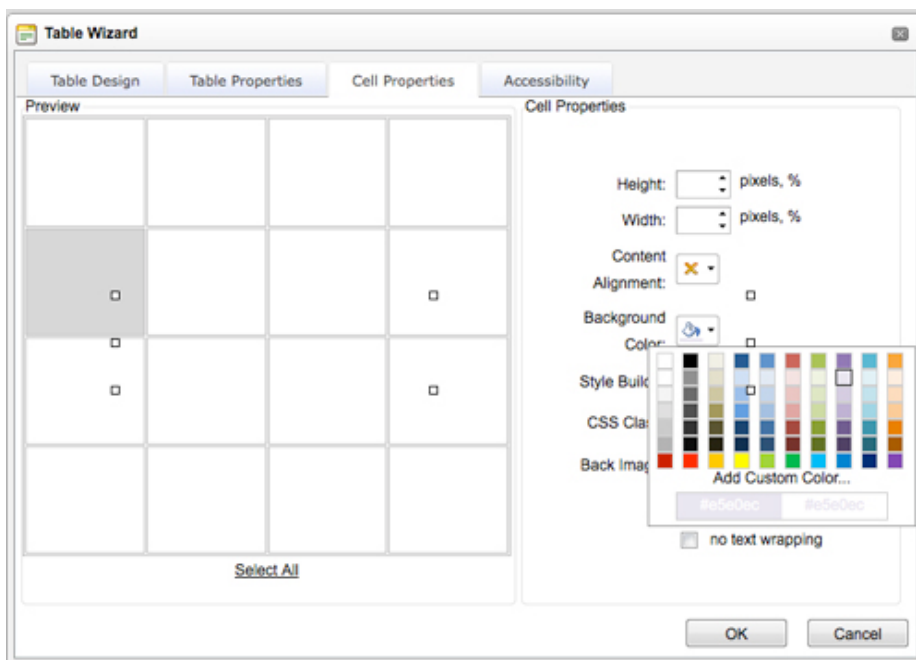
In this sample table, the default grey shading in the second row was changed to a pale lavender colour, while row four still has the default grey shading:

Text	Text	Text	Text
content	content	content	content

If you need to add or delete rows or columns or merge cells, you can do so by selecting your table and right-clicking to get the quick table menu again. These functions seem to work reasonably well in both Firefox and Internet Explorer.

Insert Row Above

Insert Row Below

Delete Row

Insert Column to the Left

Insert Column to the Right

Delete Column

Merge Cells Horizontally

Merge Cells Vertically

Split Cell Vertically

Split Cell Horizontally

Delete Cell

Cell Properties

Table Properties